

From: Deputy Director, Admin
Sent: Wednesday, September 14, 2011 4:04 PM
To: +All HQ Employees
Subject: Elevator Update - September 13, 2011

As we continue to track progress towards completion of the elevator modernization project in the Headquarters building, staff should be advised that we may continue to experience disruptions in elevator service. The Board of Equalization has requested that the Department of General Services (DGS) provide onsite elevator technicians during the hours of 6 a.m. to 6 p.m. Monday through Friday in the event that elevator service is disrupted.

The DGS is in the process of developing a solution to prevent further elevator entrapments and plans to have it in place by September 30, 2011. Heavy use of the garage elevators may result in overheating of the hydraulic oil until new equipment is installed. If overheating occurs the elevator will return to the first floor and the doors will open and remain open – at this time occupants should exit the elevator and take the stairs. The elevator will remain out of service until the technician resets it. For those who need assistance, please notify the guard station.

If you encounter unusual operation of the elevator, as always, please submit your concern to the “Report a Leak/Building Event” on eBOE http://www.boe.ca.gov/info/building_update.html and the Facilities Management Branch will respond.

Thank you for your patience during this process.